



Project No: \_\_\_\_\_

**APPLICATION FOR COMMERCIAL SIGN**

The City of Grove City 4035 Broadway  
Phone (614) 277-3075 www.grovecityohio.gov

Grove City, Oh 43123  
Fax (614) 277- 3090

**Property Information**

Address \_\_\_\_\_ Parcel ID \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Zoning \_\_\_\_\_ HPA ☐ (if checked) → Council Approval: YES ☐ NO ☐  
Subdivision \_\_\_\_\_ Lot Number \_\_\_\_\_ Building \_\_\_\_\_ Unit \_\_\_\_\_

**Site Information**

Business/Tenant Name: \_\_\_\_\_ Estimated. Cost of Signs: \$ \_\_\_\_\_  
Building Setback from ROW: \_\_\_\_\_ Ground Sign Side Setback (minimum of 10' from property line): \_\_\_\_\_  
Lot Frontage: \_\_\_\_\_ Building Frontage: \_\_\_\_\_ Width of Tenant Space: \_\_\_\_\_  
Total Number of Freestanding/Ground Signs on Site: \_\_\_\_\_ Total Square Footage of Freestanding/Ground Signs: \_\_\_\_\_  
Total Number of Wall/Window Signs on Building: \_\_\_\_\_ Total Square Footage of Wall/Window Signage on Building: \_\_\_\_\_

**Sign Permit Information**

ATTACH ADDITIONAL SHEETS AS NEEDED

Sign Type New, Alteration, Replacement	Sign Style Wall, Monument, Directional, Window, etc.	Qty.	Dimension and Square Footage Each Sign	Total Square Footage Qty. x Square Footage	Sign / Copy Message	Illumination Type Internal, External, None
<b>TOTAL SQUARE FOOTAGE FOR ALL SIGNS</b> (Excluding Ground and Directional Signage)						

The installed and owner of this sign(s) agrees to conform to the Regulations of Chapter 1145/1138 of the Codified Ordinances of the City of Grove City, State of Ohio and the National Electrical Code pertaining to signs and installation of signs and to construct the proposed sign(s) in accordance with the plans and specifications submitted herewith and certify the information and statements given on this application drawings and specifications are to the best of their knowledge are true and correct.

**Please Submit the Following for Review (All boxes must be checked to be a complete application):**

- ☐ **TWO (2) SCALED AND DIMENSIONED SITE PLANS** showing all existing signs, their size and height, all proposed signs, their size and height; all streets, property lines and buildings on the site. Please dimension all setbacks for monument/ground signs.
- ☐ **TWO (2) COLORED, SCALED, AND DIMENSIONED SIGN ELEVATIONS** of all proposed signs with applicable foundation/attachment details required by the Building Code. Colored, Scaled and dimensioned building elevations are required for all wall, window, canopy, and projecting signs. Manufacturer's information must be provided for all light-fixtures on externally lit signs.
- ☐ **TWO (2) SCALED AND DIMENSIONED LANDSCAPE PLANS** for ground signs listing the type, size, and quantity of all plants.

PARTIAL OR INCOMPLETE APPLICATIONS CANNOT BE PROCESSED AND WILL BE RETURNED TO THE APPLICANT BY MAIL. FACSIMILES OF THE COMPLETED APPLICATION ARE NOT ACCEPTED.

**Base fee for this Sign Permit:** \$ **50.00**

Number of Additional Signs: \_\_\_\_\_ @ \$25.00 each= \$ \_\_\_\_\_

Subtotal = \$ \_\_\_\_\_

Add 3% to Subtotal for the State Fee: \$ \_\_\_\_\_

**Total Fee Due:** \$ \_\_\_\_\_

**Above fees cover sign only; separate fee and permit required by a Licensed Electrical Contractor.**

**Office Use Only:**

Approved ☐ Date: \_\_\_\_\_

Approved As Noted ☐

Disapproved ☐ By: \_\_\_\_\_

DBA \_\_\_\_\_ **G.C. Registration #** \_\_\_\_\_

E-Mail \_\_\_\_\_ Contact Number \_\_\_\_\_

Signature: \_\_\_\_\_

**24 Hr. Inspection Line 614-277-1815 (Inspections must be called in before 12:00 NOON for next day service)**

**Expires 12/06**

**Revised 4/06**

Permit #

Receipt/Trans #

Check #

Date Entered:

Date Issued: